

How to Use the UDOT Measurement and Payment Template

Revised 07/08/04 by Patti Charles and Barry Axelrod

1. Before you use the template, these three files must exist – all at the root of your c:\ drive:

Bidlist.txt – Generate a new copy of this document from the PDBS system each time you create a project

To create Bidlist.txt file:

- A. Create the Engineer's Estimate in PDBS, save changes, and open Estimate>Reports>Engineer's Estimate.
- B. Save the Bidlist.txt file.
In the Engineer's Estimate Report screen:
 - 1) Click "File"
 - 2) Select "Export Measurement and Payment List" from the dropdown list
 - 3) At the prompt, Save In: C: (this should be the default setting)
 - 4) Type in Filename: BidList.txt
 - 5) Select "text" as the file type
 - 6) Click on Save
- C. Your file is now ready to use in the Word Measurement and Payment Template.

MandP.doc – Download the latest version from the web

ProjectBid.doc – Download this file from this web site (see "Installing the Measurement and Payment Template Files" link)

2. Open a new copy of Word (if Word is already open, close the program and launch it again)
3. Click on File > New > General (If you are a UDOT employee, you may have to click on your department's tab). Double click on the Measurement and Payment template.

The template will be displayed on your screen with instructions to follow. As you are running the program you will see documents scroll on your screen. There should be four Word document icons open while the program is running. Wait a few minutes until one final document displays.

4. Edit the final document, name it, and save the file to a different location. Notice that cells shaded in red need your attention.

5. To remove the shaded red cells, click on the REMOVE HIGHLIGHTS button on the M and P Toolbar. If this toolbar is not displayed in your final document, click:
View > Toolbars > M and P Toolbar.
6. To close the custom M and P Toolbar, click on the X button in its upper right-hand corner.